

TENNESSEE DEPARTMENT OF HUMAN RESOURCES

FILES CHECK-OUT REQUEST

PERSONNEL FILE OF: _____ SS# _____

NAME: _____

REPRESENTING: _____

BUSINESS ADDRESS: _____

_____ PHONE: _____

OR

HOME ADDRESS: _____

_____ PHONE: _____

ID PRESENTED: _____ TECH INITIALS: _____

SIGNATURE: _____ DATE: _____